8. ONBOARD

Prior to employee start date:

☐	Prepare security/building access request	Date	
☐	Prepare retirement PEW (Position Eligibility Worksheet) if TLT, STT or new position	Date	
☐	Schedule onboarding plan development with supervisor	Date	
☐	Send out employee first day notice	Date	
☐	Create new employee packet	Date	
☐	Schedule onboarding appointment for new employee	Date	
☐	Create Personnel File	Date	

Employee First Day:

☐	Complete new hire paperwork including I-9	Date	
☐	Take employee picture	Date	
☐	Obtain Employee ID badge	Date	
☐	Take employee to hiring supervisor	Date	
☐	Enter new employee info into PeopleSoft system	Date	
☐	Email employee, supervisor, and KCIT PS id#	Date	
☐	Send out notices for probationary review	Date	
☐	Write new employee blurb and include photo and send to Director for weekly update	Date	
☐	File completed personnel file	Date	